



**PSYCHOLOGY INTERNSHIP TRAINING PROGRAM (116B)  
VETERANS AFFAIRS PALO ALTO HEALTH CARE SYSTEM  
3801 MIRANDA AVENUE, PALO ALTO, CALIFORNIA 94304  
TELEPHONE: (650) 493-5000 X65476 FAX: (650) 852-3445**

August 13, 2015

Dear Internship applicant:

I am delighted that you are interested in applying to our [APA-accredited](#) Psychology Internship Training Program for the 2016-2017 training year. Our application process and application requirements are described below (and are replicated in the Training Program Description).

Our application and selection process has been designed to be in accord with the policies and procedures developed by the [Association of Psychology Postdoctoral and Internship Centers](#) (APPIC), including participation in the [Match](#). It is our intention to be in full compliance with both the letter and the spirit of the APPIC policy. This internship fully abides by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any intern applicant.

All applicants must register for the Match using the online registration system on the Match website at [www.natmatch.com/psychint](http://www.natmatch.com/psychint). Each year, the newly updated internship training program brochure is available after September 15 on the VA Palo Alto Psychology Training website located at [www.paloalto.va.gov/services/mental/PsychologyTraining.asp](http://www.paloalto.va.gov/services/mental/PsychologyTraining.asp). If you apply for this internship, you are expected to submit all your application materials via the APPIC online application system. Go to the APPIC website at [www.appic.org](http://www.appic.org) and click on the AAPI (APPIC Application for Psychology Internship) Internship Application Information link. Completed internship applications are due in November each year; this year the due date will be **Monday, November 2, 2015**. **All application materials must be submitted and received by us on or before this date.** Incomplete applications will not be read by the Selection Committee.

All application elements (#1-6) should be submitted using the AAPI Online system. Follow all instructions accompanying the AAPI Online to either enter your information directly, or upload your documents (#1-3). We encourage all CVs to be uploaded as Microsoft Word or Adobe Acrobat files. Only the transcript (#4) should be mailed in hard copy form to the AAPI Online application address.

Please note that, due to the high volume of emails sent during the application season, you will not receive a confirmation email from us that your application materials have been received. You can check on the AAPI Online system if your application is complete and if your DCT and letter writers have completed their parts (#5-6). We will notify you by email on or before December 15<sup>th</sup> of your interview status. We will not be informing applicants of interview status on a rolling basis; rather, we will send invitations to interview or notification of not being invited to the entire applicant pool at the same time in early December.

## Application Requirements List

1. Cover letter, including VA Palo Alto training interests addendum (see below)
2. All elements of the AAPI Online general application
3. Curriculum Vita
4. Transcripts of graduate work. The transcripts should cover all post-baccalaureate course work. You should mail one official copy of all graduate transcripts to the AAPI Online application address at:  
*AAPI Online  
Transcript Department  
P.O. Box 9117  
Watertown, MA 02471*
5. Verification of AAPI by your doctoral program through the DCT Portal of the AAPI Online system.
6. Three letters of recommendation from faculty members or practicum supervisors who know your clinical as well as your research work well. Letter writers should upload an electronic copy to the Reference Portal of the AAPI Online system.

## VA Palo Alto Training Interests Addendum

At the end of your cover letter, please **indicate to which of the 4 program training tracks you want to apply** (General, Geropsychology, Behavioral Medicine, Neuropsychology). Do NOT rank order these tracks in your cover letter. You may indicate up to two tracks without submitting additional documentation. If you indicate three or more, you must answer in your cover letter how quite divergent tracks could fit your training goals and interests at our internship site. Each of these VA Palo Alto training tracks is included the APPIC Match as a separate internship program site with its own match number. If your interests change, please inform us.

In addition, at the end of your cover letter, please **provide a list of five rotation interests** from this Training Brochure. This in no way commits you or us to these rotations if you come to Palo Alto for internship. This listing helps us to know about your interests particularly for interview scheduling. If you are invited for interview, you will have interviews with the Director of Training and two Selection Committee members from the track(s) you have indicated, and an informational meeting over lunch with a current intern or postdoctoral fellow. We will then use this list to identify two additional staff members who may be scheduled to meet with you for informational meetings about training rotations. Given that the Palo Alto internship requires interns to obtain breadth in training, you may want to consider indicating at least one rotation outside your track(s) that you are interested in.

The interview day is a full one, with multiple individual interviews and meetings that we hope provide a sense of the wide range of training opportunities available during internship and the individual attention each intern receives on internship at Palo Alto. However, please note that the logistics and the unavoidable stresses of the interview day will not accurately reflect the experience of being on internship at Palo Alto, which past interns have consistently described as warm, supportive, and professionally and personally enriching.

Please use the format below by copying and pasting into your cover letter.

**Program Training Track Interest(s):** \_\_\_\_\_

*Preferred Training Rotations:*

- A. \_\_\_\_\_
- B. \_\_\_\_\_
- C. \_\_\_\_\_
- D. \_\_\_\_\_
- E. \_\_\_\_\_

Good luck with your internship search process. Please feel free to contact me with any questions which remain unanswered about our internship program or the application process.

Sincerely,

A handwritten signature in blue ink that reads "Jeanette Hsu, Ph.D." with a stylized flourish at the end.

Jeanette Hsu, Ph.D.  
Director of Training  
Psychology Service